

Minutes of Sandbach & District u3a Trustees Meeting
held on 9.30am Monday 15 April 2024

Item		Action
1	Present: Kate Ashcroft, Linda Bilsborrow, Alan Casey, Moira Egan, Barrie Hacking, Jenny Haines, Alice Holmes, Stuart Naylor, Paula Reilly Cooper, Ken Talbot, Linda Williams Apologies:	
2	Minutes of March meeting Accepted as an accurate record. Matters arising Item 4 – stoppers used by indoor bowls groups at the Town Hall will be painted over the summer to make them more visible. Item 6 – Peter Duncan needs to send an invoice to the treasurer.	Stuart
3	Health & Safety policy Linda W provided a draft policy, based on the Third Age Trust template. This included noting that there is a distinction between accidents and incidents, and any incidents or serious accidents need to be logged not only with the secretary but also with the H & S Officer and the chair. We noted that a checklist for venues is already included in the venue pack; also that we have two FastFind devices that can be used by members involved in any outdoor activity (e.g. walking) where there may be no mobile signal. We agreed that: • The secretary will provide an annual review of accidents & incidents to Trustees. • An updated Risk Assessment form and guidance will be sent to GLs. • Linda W will check the accident/incident report form and modify if necessary. • Linda W will modify the draft policy in the light of our discussion, including reference to GLs keeping an accident report form and emergency contact details for members with their register. • Linda W and Paula will check our website and make any modifications necessary. • Health & Safety will be included in future GL training.	Stuart Paula Linda W Linda W Linda W and Paula
4	Working with volunteers Ken will modify the draft list of potential roles for volunteers in the light of our discussion, making sure that the roles are reasonably self-explanatory.	Ken
5	2024 celebration update Linda B will contact Stephen Davies to indicate that we hope to be able to accommodate choir friends and family at the choir concert and ascertain exactly who he wants to be invited to the concert.	Linda B

6	Review of Group Leader lunch venue Some members have expressed reservations about using the Golf Club as a venue. Trustees therefore agreed to consider other possible venues for 2025. Tricia Naylor has volunteered to work with Moira to visit and scrutinise venues according to criteria provided by Trustees. The Golf Club will be included in this list. They will then provide a suggested short list of venues to Trustees. A list of potential criteria will be agreed by email.	Moira, Tricia Naylor Stuart
7	Reforming website review team There have been significant problems with the email distribution system recently. We are hoping that these will be resolved soon. Alan will explore whether we may be able to get better service if we pay more for the service. Alan will reconvene the website review team, to include Paula, Barrie, Keith, Ken. We will also send a request in the update for two volunteers from the membership.	Alan Alan, Ken
8	Annual subscription reduction We agreed to confirm the annual subscription as £6 at the next AGM.	
9	Finance The Finance report was accepted.	
10	Membership update Barrie will organise printing of new membership application forms, preferably without specifying the amount for the annual subscription so they can be used over a long period.	Barrie
11	Update on groups Dance Fit on Monday has been suspended due to tutor unavailability. Paula will explore other possible tutors. One more chair yoga group is about to start, with a taster session planned for May 23 rd , to be followed by 2 x 4 week blocks. This uses one of our existing yoga teachers. Group Leader training in using SWISH and other more general issues is being planned for new GLs. Paula has a key for the disabled access lower gate to the bowling green in Sandbach Park, should any member wish to use this.	Paula
12	Trustees admin a) Calendar – some trips to be added b) Library arrangements – a volunteer has asked for the use of a laptop to check group waiting lists and availability whilst in the library. A request will go to members to see if any member has a spare laptop to donate. We agreed that a cash float will not be left in the library. Members wishing to pay cash to renew their membership should bring the correct amount of money. c) Financial support for groups – a request to provide financial support for prizes for golf club competitions was declined as this is not in line with our policy.	Stuart Ken

13	AOB a) 20-year certificate – it was noted that another u3a had received a 20-years certificate from the Third Age Trust. Linda B will follow this up with the Third Age Trust. b) Walking Cricket – our Walking Cricket team recently played against a team from Urmston and were provided with refreshments after the match. It was agreed that we should finance the provision of refreshments for any matches in which we host a visiting team.	Linda B
	Meeting closed at 11.35 am. Next Trustees meeting on Monday 20th May at 09.30	